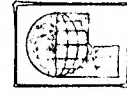


S E C R E T



DDA 84-0046/48
7 December 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 7 December 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

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✓ e. A briefing on 13 December is being prepared by the Office of Logistics for Mr. Keith Hall of the Senate Select Committee on Intelligence. Mr. Hall has requested this briefing so that he may be brought up to date on the status of the new building construction and on the status of the new building support package.

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i. Annuitants and survivors under both the Central Intelligence Agency Retirement System (CIARDS) and the Civil Service Retirement System (CSRS) will receive a 3.5 percent increase effective on 1 December 1984. The increase will appear in the payments made to the annuitants and survivors early in January 1985. 25X1

k. On 29 November, the EXCOM was briefed on the status of the Office of Personnel's efforts to enhance domestic relocation benefits and approved the proposal.

S E C R E T

1. The Office of Personnel met with the Associate Deputy Director for Intelligence to discuss the implementation of steps to address the recruitment and applicant processing of Directorate of Intelligence (DI) personnel. Actions which are underway and which were reported to the Committee include the assignment of top priority to the Directorate cases in terms of scheduling polygraph and medical appointments, the addition of field recruiters, follow-up with applicants by DI personnel to improve the Personal History Statement return rate, and the dispatch of letters to all applicants for Agency employment including those in the DI.

m. To date, the Office of Personnel has received ☐ Open Season actions for changing the employees health insurance. The Association Benefit Plan accordingly has gained ☐ new policyholders as a result of the Open Season. Meanwhile, Office of Personnel representatives maintained public relations activity to advertise Open Season.

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o. During November the CAMS Processing Segment Production System experienced the best availability since initial operational capability in May 1984. It was unavailable for only a total of six hours during the entire month.

p. Effective 29 November, the Office of Training and Education initiated use of a CT database program. The purpose of this database is to consolidate the CT personnel information from employee locator cards and to provide a log of CT interim assignments and location of CTs during various training courses. This system will also be used to continually update biographic profiles of CTs.

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r. Office of Information Services (OIS) has been in liaison with the National Archives and Records Service (NARS) for years concerning systematic review and mandatory review of documents relative to classification/ declassification.

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S E C R E T

s. When a program of systematic review of National Intelligence was suspended in 1982, the review of some 369 National Intelligence Estimates (NIEs) remained outstanding. These documents had been selected by Agency classification review analysts as suitable for declassification; however, because the documents were jointly produced by all agencies in the Intelligence Community, it required a massive coordination program. Moreover, since the NIEs were dated between 1950 and 1965, the copies originally distributed had since been destroyed or otherwise were impossible to locate. A program begun in 1982 to examine record copies by Community reviewers has been completed. Of the 369 estimates, 37 were denied declassification, primarily by the Department of State for foreign relations reasons. The remaining 332 are now available for historical review on any other program.

3. Significant activities anticipated during the coming week:

Harry E. Fitzwater

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